

DEPARTMENT OF THE ARMY
Portland District, Corps of Engineers
P. O. Box 2946
Portland, Oregon 97208

CENPP-OP-AB
Regulation
No. 1125-2-301

31 May 1988

Plant
PLANT REPLACEMENT AND IMPROVEMENT PROGRAM

1. Purpose. This regulation establishes responsibilities and procedures for the preparation, administration and control of the Plant Replacement and Improvement Program, including maintenance and repair.

2. Applicability. This regulation applies to all operating officials with custody of capital assets or other items of plant owned by the Revolving Fund.

3. Required Publication. ER 1125-2-301 (Revolving Fund). Cited in paragraph 4a(1)(a).

4. Responsibilities.

a. Operations Division.

(1) The Chief, Operations Division will provide the overall monitoring and administration of the annual Portland District Plant Replacement and Improvement Program, and insure that funds approved by higher authority are not exceeded during the current fiscal year. In this capacity, the following functions are assigned:

(a) Preparation of a consolidated annual Plant Replacement and Improvement Program for forwarding to higher authority in accordance with paragraph 9 of ER 1125-2-301 including necessary justification for each item requested, and as provided by operating officials.

(b) Notification to interested operating officials of program changes and fund reductions made by higher authority, as well as the fiscal year or annual program funds approved for each participating organizational element of the District.

(c) Review, monitoring and transmittal of the automated monthly report showing scheduled accrued expenditures for each month of the current fiscal year, current month and fiscal year to date.

(d) Review and sign work orders submitted by operating officials for the purpose of insuring that requested capital asset items are included in the authorized program and that specific authority has been received as required.

*This regulation supersedes PDR 1125-2-301, 26 May 1983

b. Comptroller. The Comptroller Office (Finance and Accounting Center) is responsible for the overall review of expenditures made for capital asset items included in the current (annual fiscal year) approved program. The Comptroller (Budget Branch) will approve all work orders for capital asset expenditures made against the program. The Comptroller (Finance and Accounting Center) will insure that adequate cost accounting methods are employed so that an accurate up-to-date record is maintained of all authorized work orders submitted by operating officials.

c. Logistics Management Office. The Chief, Logistics Management Office will review, coordinate and submit all requests by operating officials for office furniture, equipment and vehicles to be included in the annual plant replacement and improvement program. In this capacity, the following functions are assigned:

(1) Coordinate and consolidate requests made by operating officials for office furniture, equipment and vehicles. Submit a consolidated cost report of the total amount of funds required for this portion of the plant program to the Chief, Operations Division for inclusion in the annual Plant Replacement Program.

(2) Prepare work orders for office furniture, equipment and vehicles included in the approved Plant Program using as a basis for control the requests submitted by operating officials which were consolidated and furnished to the Chief, Operations Division for inclusion in the annual program. A copy of the completed work order will be furnished to the Operations Division.

d. Information Management Office. The Chief, Information Management Office, will administer review, coordinate and submit all requests by operating officials for data processing equipment to be included in the annual Plant Replacement and Improvement Program. In this capacity, the following functions are assigned:

(1) Coordinate and consolidate requests by operating officials for data processing equipment. Submit a consolidated cost report of the total amount of funds required for this portion of the plant program to the Chief, Operations Division for inclusion in the annual Plant Replacement and Improvement Program.

(2) Prepare work orders for automated data processing equipment included in the approved plant program using as a basis for control the requests submitted by operating officials which were consolidated and furnished to the Chief, Operations Division, for inclusion in the annual program. A copy of the work order will be furnished to the Operations Division.

e. Operating Officials.

(1) Operating officials will submit requests for capital assets and other additions and betterment items for the approaching (current year) and the four succeeding years to the Chief, Operations Division for inclusion in the annual Plant Replacement and Improvement Program to be forwarded to higher authority for approval. These requests made by operating officials will include

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- * justification in writing outlining the necessity for the items, impact if not obtained, utilization, benefit cost realized, as well as an estimate of cost to be included in the program.

- (2) Operating officials will submit requests for office furniture and equipment to the Chief, Logistics Management Office, and for data processing equipment to the Chief, Information Management Office, outlining the need for such equipment.

- 5. GENERAL. Portland District operating officials utilizing funds allotted under the Revolving Fund will prepare annually a list of expenditures for the current fiscal year and for the succeeding four fiscal years. These expenditures will comprise the 5-year Plant Replacement and Improvement Program. The Chief, Operations Division will provide the monitoring and administration of the program. Letters requesting authority for expenditures will not be necessary whenever the amount is within the authority for expenditures delegated to the Chief, Operations Division.

- 6. WORK ORDERS. Operating officials will be notified in writing by the Chief, Operations Division of the total amount of funds authorized by higher authority for expenditure of capital asset items including tools, office equipment and furniture against the Revolving Fund for the approaching fiscal year. Upon receipt of this information, the operating official will submit separate work orders for each item in each category of the total amount authorized for his/her organization. If capital asset items will not be purchased as anticipated, the Chief, Operations Division will be notified in writing immediately so that appropriate adjustments can be made in the current fiscal program.

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for R. R. GOODELL
Lt. Colonel, Corps of Engineers
Acting Commander

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